

U.S. DEPARTMENT OF COMMERCE  
AND THE  
OFFICE OF THE UNITED STATES TRADE REPRESENTATIVE

CHARTER OF THE  
COMMITTEE OF CHAIRS  
OF THE INDUSTRY TRADE ADVISORY COMMITTEES

1. ESTABLISHMENT

The Committee of Chairs of the Industry Trade Advisory Committees (the Committee) is established by the Secretary of Commerce (the Secretary) and the United States Trade Representative (the USTR) pursuant to the authority of section 135(c)(2) of the 1974 Trade Act (Public Law 93-618), as delegated by Executive Order 11846 of March 27, 1975. In establishing the Committee, the Secretary and the USTR consulted with interested private organizations and took into account the factors set forth in section 135(c)(2)(B) of the Act.

2. MEMBERS AND COMMITTEE OFFICERS

The Committee consists of the chairs of the Industry Trade Advisory Committees (ITACs) established by the Secretary and the USTR pursuant to section 135(c)(2) of the Act. Membership on this Committee is automatically conferred by virtue of being elected Chair to another ITAC, and no further appointment is required. The members of the Committee, all of whom come from the private sector, will serve in a representative capacity representing the views and interests of their respective ITACs; they are, therefore, not Special Government Employees. In the absence of the chair of a particular ITAC, a vice chair or other member designated by the Chair may serve as an alternate member.

3. OBJECTIVES AND DUTIES

The Committee advises the Secretary and the USTR concerning the trade matters of common interest to the ITACs; with respect to the operation of any trade agreement once entered into; and with respect to other matters arising in connection with the development, implementation, and administration of the trade policy of the United States including those matters referred to in Reorganization Plan Number 3 of 1979 and Executive Order 12188, and the priorities for actions thereunder.

In addition, the Committee performs such functions and duties as required by section 135 of the Act with respect to the ITACs. The Committee also performs such other advisory functions relevant to trade policy matters as may be requested by the Secretary and the USTR or their designees.

#### 4. ADMINISTRATIVE PROVISIONS

- a. The Committee reports to the Secretary and the USTR, or their designees, through the Under Secretary of Commerce for International Trade and the Assistant Secretary for Manufacturing and Services (the Assistant Secretary), and the USTR's Assistant U.S. Trade Representative for Intergovernmental Affairs and Public Liaison (the AUSTR). The Assistant Secretary and the AUSTR serve as co-chairs of the Committee of Chairs.
- b. The Committee meets at irregular intervals at the call of the Secretary and the USTR, or their designees, acting jointly.
- c. The Assistant Secretary and the AUSTR or their designees, are responsible for prior approval of the agendas for all Committee meetings.
- d. The Assistant Secretary provides staff support and services for the Committee.
- e. Except as otherwise provided in this charter, the Department of Commerce is responsible for filings and other applicable statutory requirements of the Federal Advisory Committee Act. The USTR, or his designee, has responsibility for determinations made pursuant to Subsection 135(f) of the Trade Act of 1974, as amended.
- f. The estimated annual operating cost of the Committee is \$50,000.00, which includes 1.5 person-years of staff support.
- g. The Committee functions solely as an advisory committee in accordance with the provisions of the Federal Advisory Committee Act, with the exceptions set forth in the Trade Act of 1974, as amended.
- h. Members of the Committee will not be compensated for their services or reimbursed for travel expenses.
- i. The Committee may establish subcommittees comprised entirely of members of the Committee of Chairs. The Committee may also establish working groups from among its members and members of the ITACs as may be necessary, subject to the approval of the Secretary and the USTR, or their designees, and the provisions of the Federal Advisory Committee Act and the Department of Commerce Committee Management Handbook.
- j. The Commerce Industry Trade Advisory Center will maintain all files mandated by the Federal Advisory Committee Act and Commerce's policies on advisory committee management.

5. DURATION

Pursuant to Section 135(f)(2) of the Trade Act of 1974, as amended, this charter shall expire four years from the date indicated below unless it is earlier revoked or extended by proper authority by appropriate action.

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Chief Financial Officer and  
Assistant Secretary for Administration  
U.S. Department of Commerce

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Assistant U.S. Trade Representative  
for Intergovernmental Affairs  
and Public Liaison  
Office of the U.S. Trade Representative

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Date